



RETIREMENT ADMINISTRATOR

The Town of Lexington, Massachusetts
1625 Massachusetts Ave
Lexington, MA 02420

35 HOURS PER WEEK

Salary range: \$85,000 to \$105,000, based upon qualifications

The Lexington Retirement Board seeks a qualified individual to oversee the administration of the retirement system. This individual works under the supervision of the Lexington Retirement Board and the Town's Finance Director.

Interested individuals must have strong mathematical, interpersonal, organizational, communication, computer and accounting skills. Knowledge of Microsoft Excel and Word is required. Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software desirable. Must maintain a strict level of confidentiality. To request a job description, please contact Marguerite Oliva at e-mail listed below.

Resume and Town Application Form required. Download Application Form from the Town of Lexington website: <https://www.lexingtonma.gov/311/Current-Job-Openings> or e-mail moliva@lexingtonma.gov. Please mail application and resume to Marguerite Oliva, Retirement Administrator, Lexington Retirement Board, Lexington Town Hall, 1625 Massachusetts Avenue, Lexington, MA 02420. Position open until filled. EO/AAE